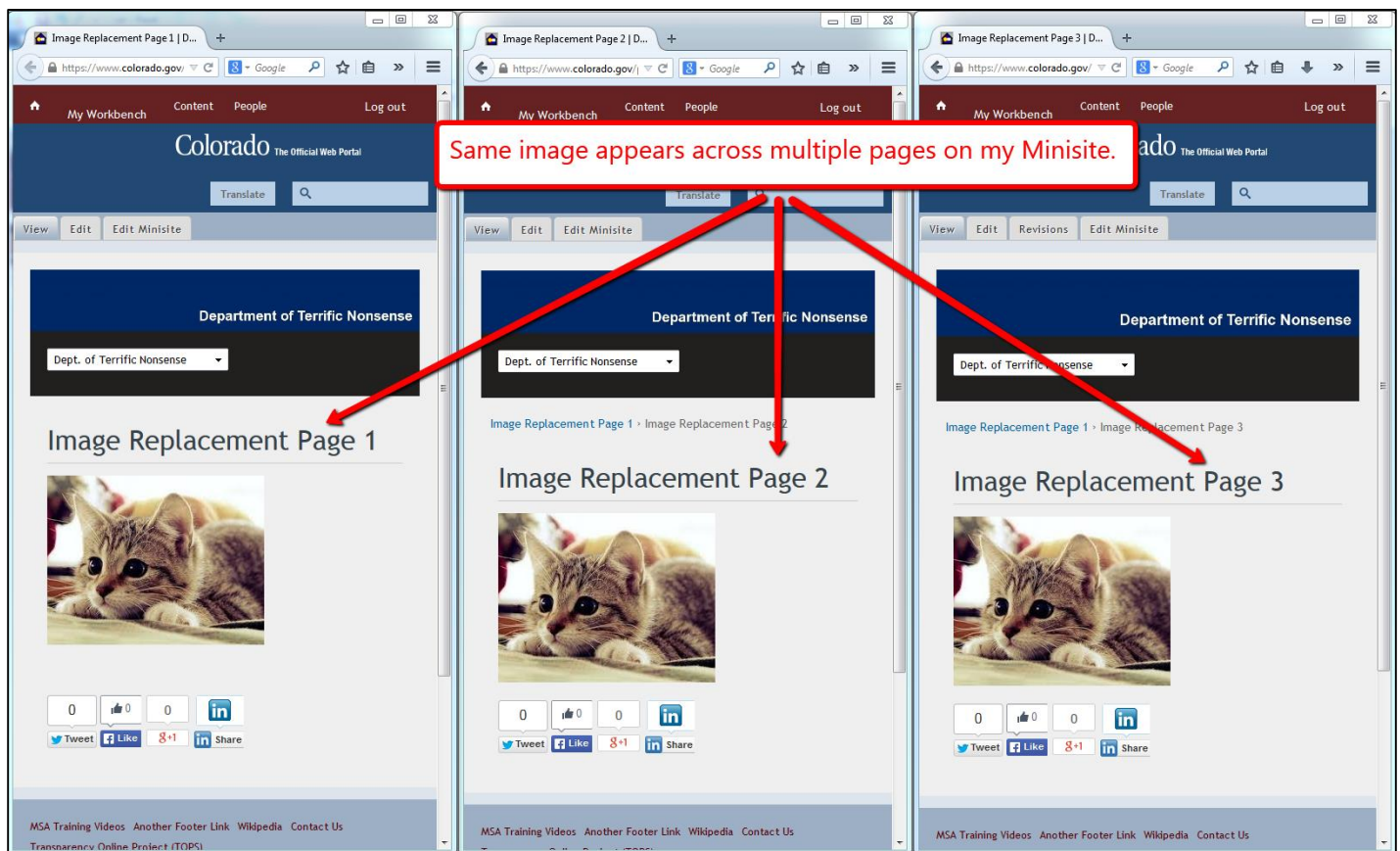# How to Change an Image Everywhere it Appears on your Pacific Minisite(s)

Pacific makes it easy to change out an image that appears on multiple pages of your Minisite(s). Follow the steps below if you need to change a button that appears on multiple pages.

Please note that the person who originally uploaded the image must be the one to change it in order for this process to work.
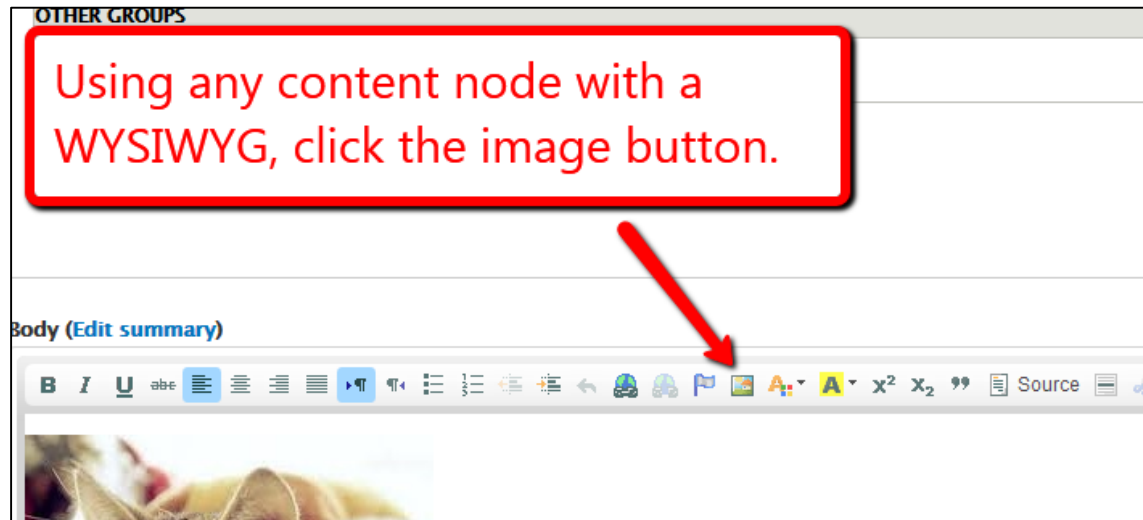

Same image appears across multiple pages on my Minisite.

Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit https://www.colorado.gov/goingpacific or follow us on Twitter @Coloradosipa or Facebook /Coloradosipa.
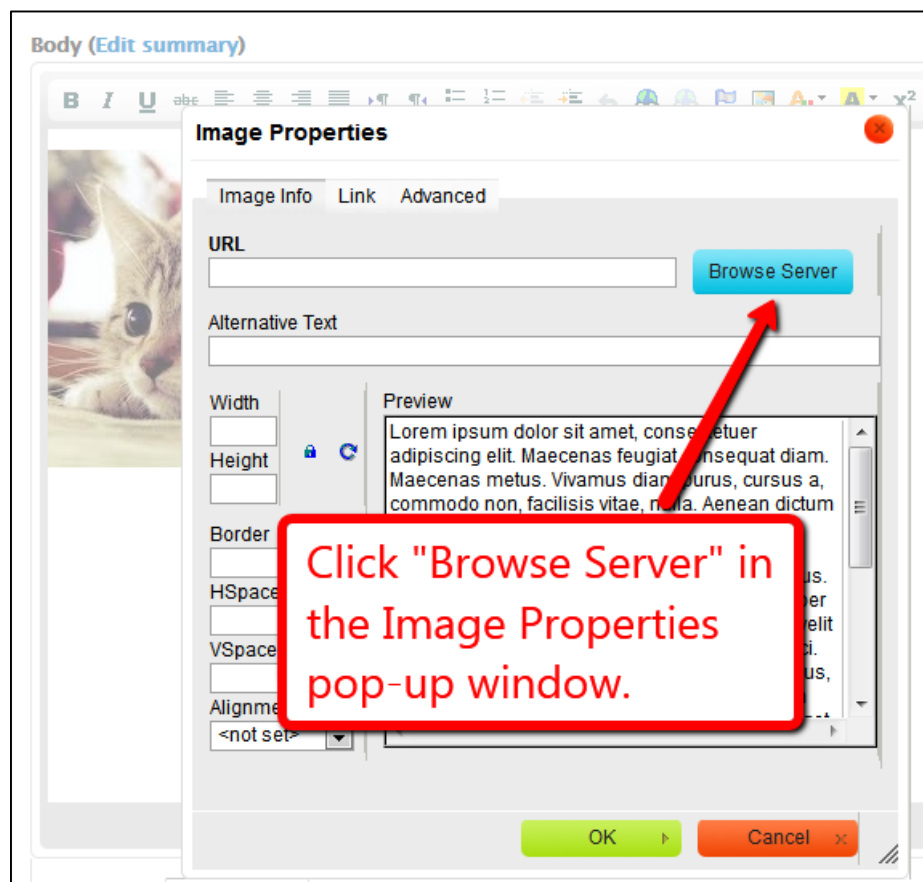
Step 1: Access Your Image Server

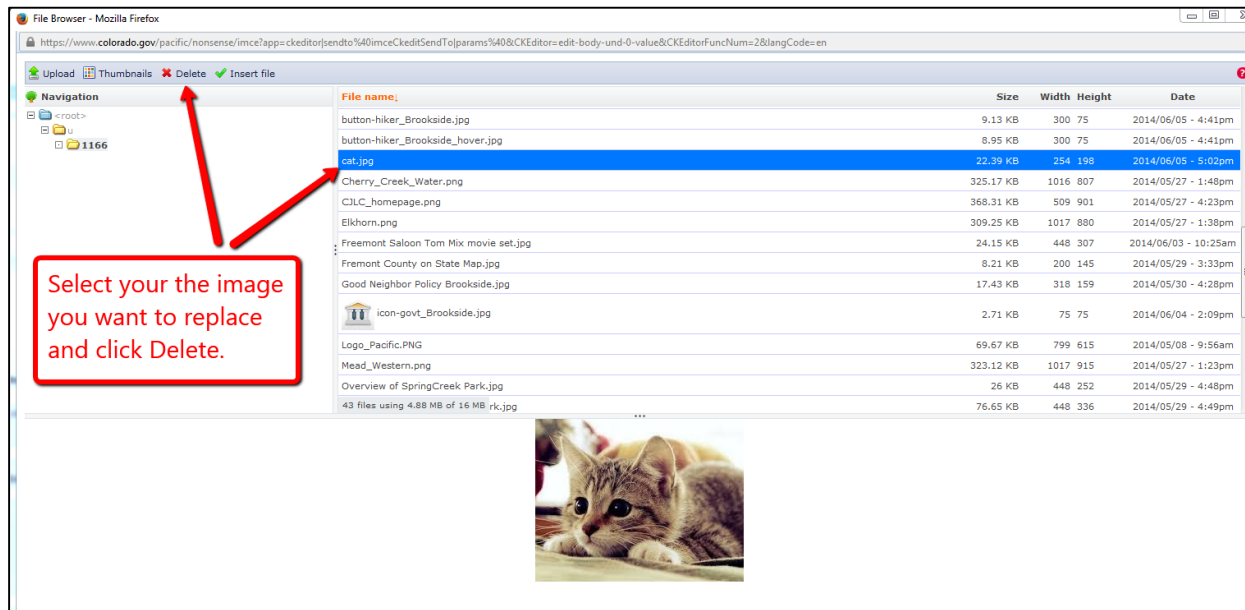You can use any node that has a WYSIWYG to access your image server. First click the image button in the WYSIWYG.

Then click the *Browse Server* button in the Image Properties pop-up window.
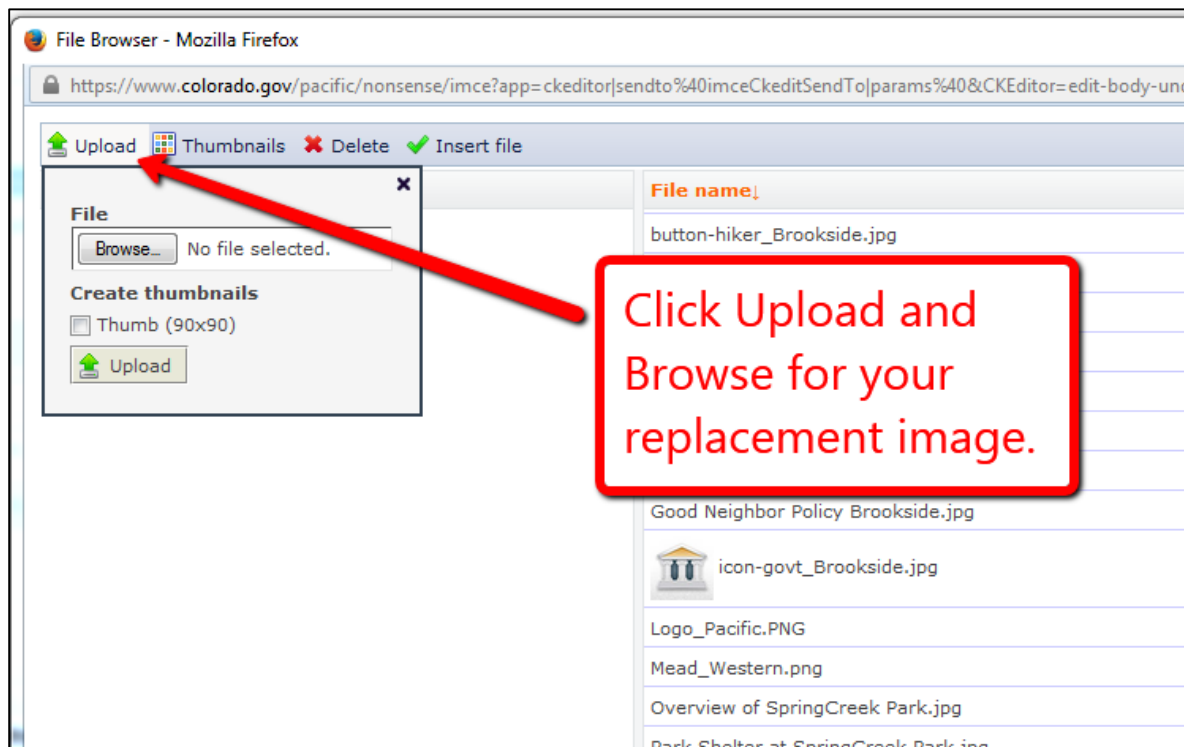
Step 2: Delete Your Existing Image

Locate the image you wish to remove from your Minisite in the image server. Click the *Delete* button toward the top left of the server.
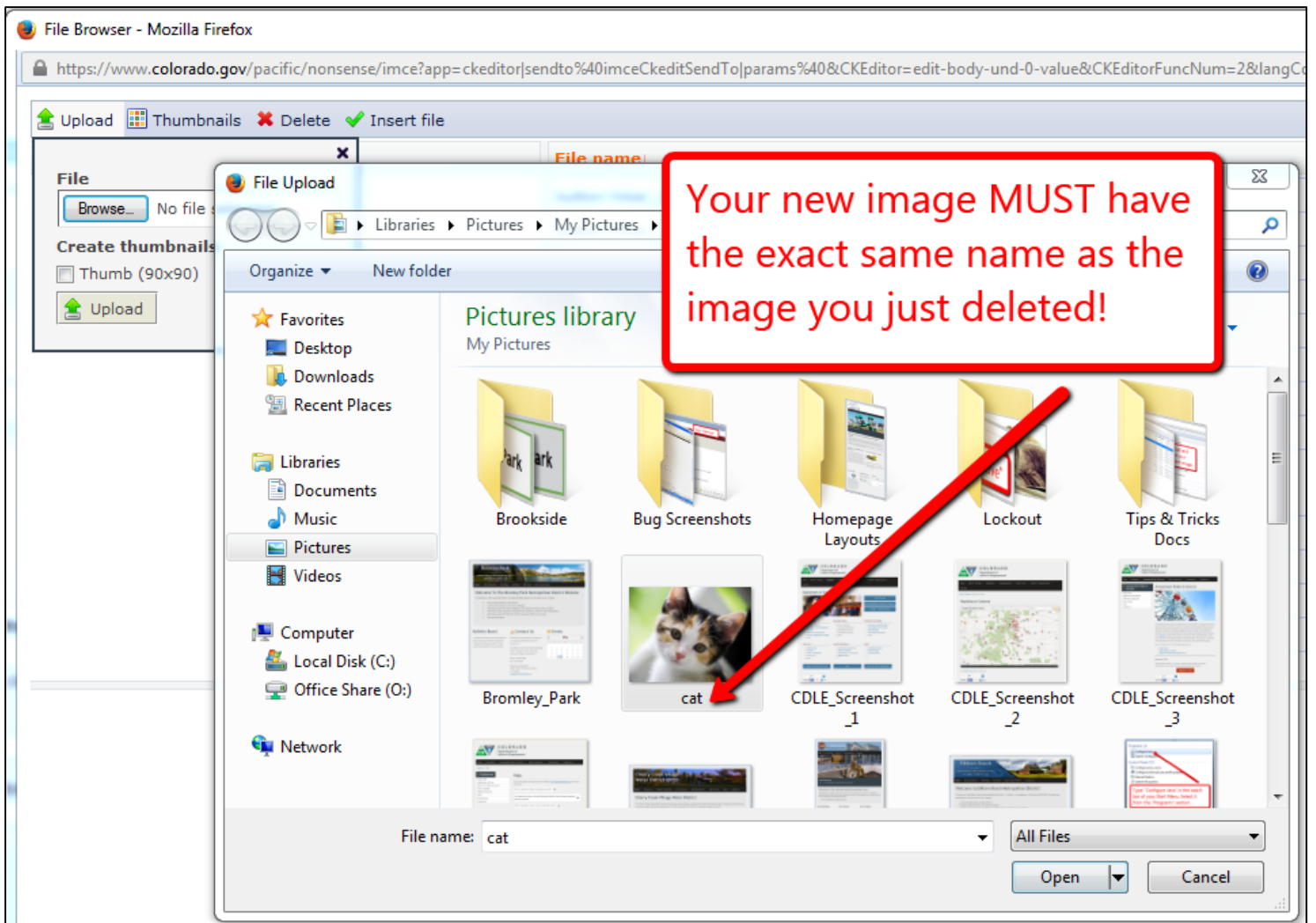

Step 3: Upload Your Replacement Image

Click the *Upload* button toward the top left of the server and *Browse* for your new image.

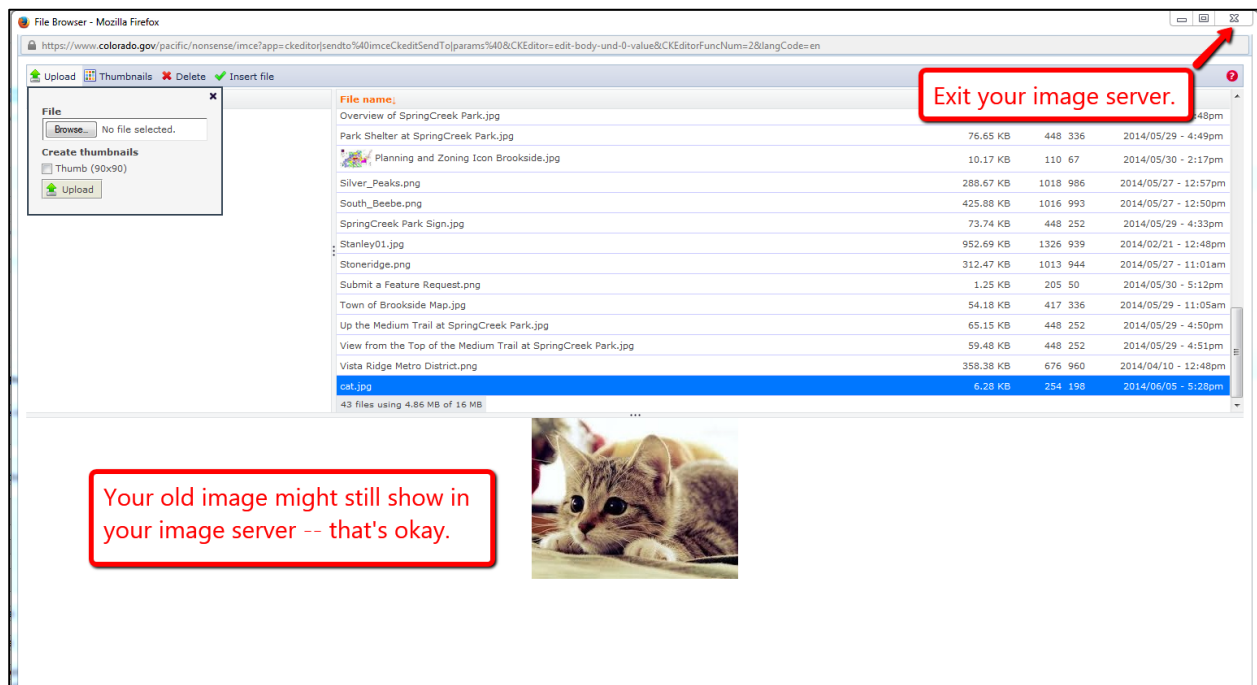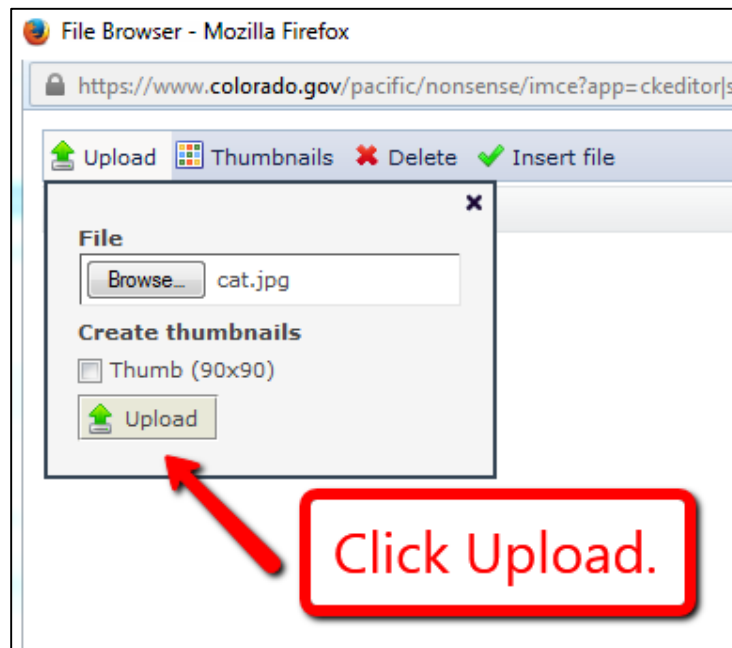**NOTE: Your replacement image MUST have the _exact same name_ as the old image!**

In this example, both images are called "cat.jpg."
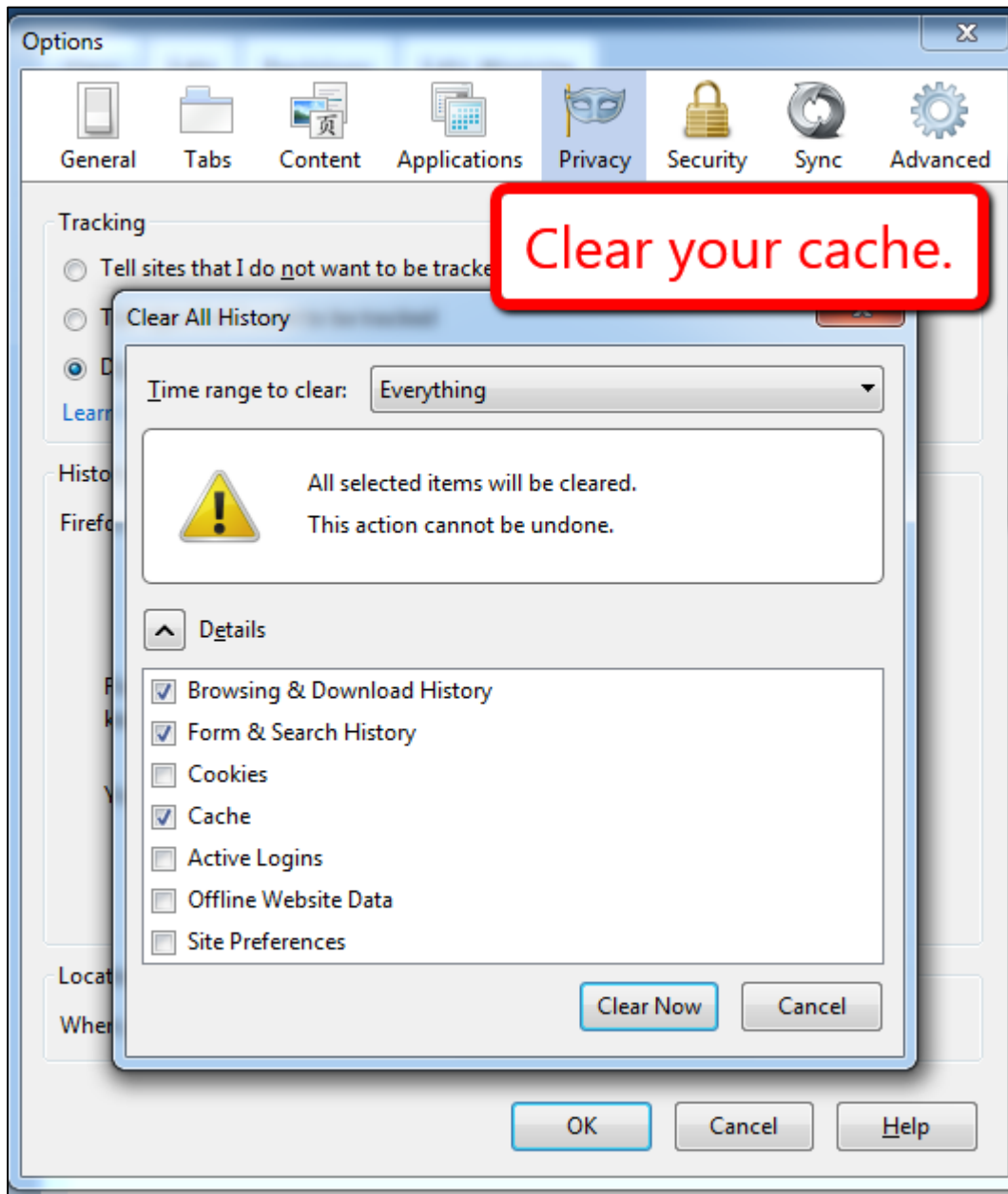
Step 4: Upload Your New Image

Click the *Upload* button and exit your image server. Navigate away from the *edit content* page; you do not need to save.

Your image will now be changed across all pages on which it appears. If your original image still appears, you simply need to clear your cache.

Click Upload.

Exit your image server.

Your old image might still show in your image server -- that's okay.

Step 5: Clear Your Cache

Clear your cache. If you do not know how to clear your cache, do an internet search to find instructions for the specific browser you use.

Your New Image Will Now Appear Everywhere Your Previous Image Appeared!

All pages that contained your previous image will now have your new image. If your entity has multiple Minisites, the image will also have changed on any other Minisites on which you used it.

Your new image replaced your previous image across all pages.

Your image will also change if it is on any other Minisites.